



DEPARTMENT OF CORRECTIONS  
Health Care Recruitment Unit  
2201 Broadway  
Sacramento, CA 95818

## **HEALTH RECORD TECHNICIAN II (SPECIALIST)**

### **FUNCTION OF POSITION**

This is the journey person level in this series. Persons in these positions abstract diagnostic and treatment information from hospital medical records; convert data collected into a form for statistical use; and perform other related duties. All classifications in this series are responsible in assisting the Health Record Department in meeting institutional goals; completes record and health data processing assignments following established policies and procedures.

### **MINIMUM QUALIFICATIONS**

Two years of experience in the California state service performing the duties of a Health Record Technician I.

**OR**

Four years of increasingly responsible medical or health records experience, performing a variety of tasks including at least two years of coding, indexing, and abstracting health data. (Successful completion of an academic curriculum in medical records science in an accredited school may be substituted for the required general experience on a year-for-year basis.)

### **CAREER PATH**

Health Record Technician II (Supervisor)  
Health Record Technician III

### **APPLICATION INFORMATION**

The Department application consists of the two documents listed below. Additional information may be submitted but is not required. All forms must be completely filled out. Properly completed documents should be sent to the institution(s) for which you are applying. A list of institutional addresses is located on the California State Prisons Map included in this information package. Should you have any questions, please feel free to contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at [Health.Recruit@corr.ca.gov](mailto:Health.Recruit@corr.ca.gov).

1. Standard State Application (STD. 678)
2. Recruitment Publicity Questionnaire

**CONTINUED ON REVERSE**

[www.corr.ca.gov](http://www.corr.ca.gov)  
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## Health Records Technician II, Specialist (continued)

### **SALARY RANGES**

Health Record Technician II (Specialist)	\$2626 – 3193 per month
Health Record Technician II (Supervisor)	\$2628 – 3195 per month
Health Record Technician III	\$2989 – 3635 per month

All correctional institutions **may** authorize a **“Hiring Above the Minimum”** (HAM) a salary differential, for extraordinary qualifications, and experience. The hiring authority will review your credentials and evaluate your experience and recent earnings to determine if a **“Hiring Above the Minimum”** salary differential may be applicable.

### **BENEFITS**

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- \$2400 annual Recruitment and Retention Bonus (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla State Prison, Calipatria State Prison, and Centinela State Prison after 12 months of full-time employment)
- Institutional Worker Supervision Pay Differential, up to \$190 per qualifying pay period
- Reimbursement of Medical License renewal fee (Actual Cost)
- Professional Dues Reimbursement (\$50 Maximum)
- Uniform Allowance
- State Registered Nurse Scholarship Fund
- Evening and Night Shift Differential Pay
- California Public Employees' Retirement System

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## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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